



SHELTON STATE COMMUNITY COLLEGE - SUPPORT STAFF MONTHLY

VOL. 1 NUMBER 4

April 10, 1991

LETTER FROM MR. POOLE

Shelton State Employees
Shelton State Community College
Tuscaloosa, AL 35405

Ladies and Gentlemen:

Thank you for your recent letters concerning sabbatical leave and tuition waivers. Please be assured that your interests are appreciated and will receive every consideration.

Yours truly,
Victor Poole
State Board of Education

LEAVE RECORDS

As part of the college's new personnel and payroll system, employee leave records will be placed on computer. Recently, you should have received a copy of your leave records for review. Please contact Rick Rogers if there are questions regarding your balance of leave hours.

Please note that leave may be taken in hourly increments and that employees on salary schedules A, B, C, and E earn leave based on an 8 hour work day. H salary schedule employees earn leave on a prorata basis.

EDUCATION CREDENTIALS UPDATED

Many of you recently completed a form to update your educational background. This information will be put into the college's new computerized personnel file for statistical information and reporting purposes. Several reports to the Office of Postsecondary and other agencies request this information annually.

If your educational credentials change, please notify Rick Rogers in writing to keep your file up to date.

COLLEGE CALENDAR FOR 1991-92

A draft of the proposed calendar for 1991-92 is available for review from either Betty Walker on the Skyland Campus or Judy Holland on the 15th Street Campus.

CANINE UNIT MOVES

The Alabama Canine Law Enforcement Officers Training Center has moved its operations from Westervelt Farms to the 15th Street Campus.

Kennels and storage spaces are currently being constructed, and the central office is housed in a portable trailer formerly used by the Certified Drivers License School of the Highway Patrol Department. The main classroom for this program will be a portable on the drill field of the Alabama State Fire College.

NEW EMPLOYEES

We are pleased to welcome two new employees to Shelton State, Paul Brown as an Accounting Clerk in the Business Office and Cindi Walker as Receptionist at the Fire College. Welcome Aboard!

Also congratulations to Betty Hubbard, who has been named Payroll Officer in the Business Office.

PERSONNEL HANDBOOK

A comprehensive personnel handbook is currently being developed for all full time employees of Shelton State. This handbook will contain information and policies on leave, benefits, holidays, the college calendar and other personnel procedures.

EMPLOYEE PROFILE:

THE SHELTON STATE FAMILY

Margaret Hinton Secretary to President Umphrey, has been employed with Shelton State since October, 1974. In addition to her daily responsibilities in the President's office, Margaret coordinates much of the graduation program for the college and is actively involved with the high school art and scholarship exhibition.

Margaret and her husband, **Charles Hinton**, have five children and two grandchildren. Four of her children, **Chuck, Kim, Jason, and Josh** are still at home while her oldest, **Beth Hinton Englebert** is an employee at Shelton State.

Margaret's hobbies include sewing, gardening, and church related activities at the Duncanville Baptist Church. The things she enjoys most about working at the college are the people at Shelton State and the contact with students.

Margaret was recently recognized by the faculty/staff committee as Support Staff Person of the Year.

OFFICES RELOCATED

During the first week of April 1991, the Accounts Payable, Accounts Receivable, and Data Processing Offices were relocated. The Accounts Payable Office is now located in the Number 1 trailer behind the Business Office. The Accounts Receivable Office is now in the Number 2 trailer behind the Business Office. The Data Processing Department has been moved into the two back offices of the Business Office Building.

The phone numbers for the Accounts Payable Office and Accounts Receivable Office have NOT changed. The phone numbers for the Data Processing Department HAVE CHANGED. The new numbers for the Data Processing Department are as follows:

**Omar Beauchamp – Data Processing Officer:
2318**

**Paul Sellers – Assistant Data Processing
Officer: 2319**

Data Processing FAX: 2305

Note: This page has been re-typed from the original document. The remainder of the page included a map showing the locations of Trailer 1 and Trailer 2 behind the Business Office.

The original page was glued solidly to an acid-free page in a scrapbook and could not be removed for scanning.